

City of St. Helens
Library Board
Minutes from Monday, April 12, 2021
St. Helens Public Library via ZOOM

Members Present

Dan Davis
Melisa Gaelrun-Maggi, Chair
Amanda Heynemann, Past Chair
Margie Stanko, Vice Chair

Members Absent

Becky Bean
Lisa Beardslee

Guests

Councilors in Attendance

Stephen Topaz

Staff Present

Margaret Jeffries, Library Director
Dan Dieter, Library Board Secretary



CALL MEETING TO ORDER: The meeting was called to order at 7:16 pm by Chair Gaelrun-Maggi.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes were reviewed and approved.

LIBRARY BOARD VACANCY: Chair Gaelrun-Maggi stated that two applications were received by the City and interviews were scheduled for last week. Only one candidate replied for the opportunity to interview. The candidate has a strong background in early childhood education and the group discussed the positive feedback from the interviewers. The group voted unanimously to recommend that the City Council vote for the candidate's appointment at their next available meeting. Director Jeffries stated that Member Beardslee has moved to Salem and will no longer be available to serve on the Board. Member Stanko is leaving the area as well and will also no longer be able to serve on the Board. The group discussed the board member terms and the desired to advertise again for new prospective board members. The group discussed putting information out on Facebook as well as making information available inside the Library now that we are partially open. The group discussed waiting until all of the members

are available before voting on new officers. New officers would start at the beginning of the fiscal year, July 1, 2021. The group discussed the fact that there might be some hesitancy to participate because of the pandemic.

PRELIMINARY REVIEW OF LIBRARY BOARD ANNUAL PRESENTATION: Chair Gaelrun-Maggi presented a preliminary view of the Library Board Annual Presentation. The presentation will highlight accomplishments for the last year, including progress on the Makerspace, circulation statistics, and Employee of the Year award winner Youth Librarian Kolderup (one of three winners). Other items to be highlighted are the coordinated programs between the Library and the Recreation Department, Trunk-or-Treat participation and the newly painted outdoor drop box. Director Jeffries stated that the report should also highlight the work by board members on policy and procedure revisions. The Annual Presentation will be on the City Council agenda for May 19, 2021 at 1:00 pm.

LIBRARY DIRECTOR'S REPORT: Director Jeffries stated that reopening the Library has been going well. The Library began opening for browsing and public computer use on March 30, 2021 on the same schedule as the current curbside services. The first week we allowed 35 persons total in the building, but that was dropped to 15 with the updated risk assessment for Columbia County. Under an extreme risk assessment, the number would drop to 6. In anticipation of a busy open schedule, three staff members have been scheduled to work during those hours. If it gets too busy, we will start using an appointment only schedule. Director Jeffries stated that building maintenance is taking a priority, as we've had a number of items fail recently, including one of the fan motors for a compressor and one of the smoke detectors in the main part of the Library. This failure set off the alarm and required a response from the fire department. There is now a plan to replace the other outdated detectors. The Makerspace door hardware will be replaced with an automatic closer and electronic lock system similar to the rest of the building. We also need to look at installing security cameras in the Makerspace. Councilor Topaz stated that it is important that maintenance is not deferred in older buildings as waiting can be costly down the road. Director Jeffries stated that this is true as the building gets older, many things will need to be replaced like the furniture. Director Jeffries stated that the potential date for an 'Open House' for the Makerspace has been scheduled for October 8, 2021. Director Jeffries stated that Reference Librarian Brenda Herren-Kenaga is planning the next Genealogy Conference for September 18 and 19, 2021. The conference will be planned in a way to make it flexible so that online and in-person options are available. Director Jeffries stated that the Scappoose Public Library won a grant to sponsor a Columbia County Reads program that will be scheduled sometime later this year. The second outdoor book drop box is scheduled to be finished and delivered sometime before the end of the month.

CITY COUNCILOR'S REPORT: Councilor Topaz stated that there is an upcoming hearing concerning his alleged harassment of City staff. The next City Council meeting is scheduled for April 21, and the one after that will be May 5, so hopefully the

appointment of the new board member can occur before the next Library Board meeting.

BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS: Everyone wished Member Stanko and Member Beardslee the best of luck in the future.

SUMMARIZE ACTION ITEMS: N/A

NEXT MEETING: The next regularly scheduled meeting will be Monday, May 10, 2021 at 7:15 p.m. via Zoom.

ADJOURNMENT: Chari Gaelrun-Maggi adjourned the meeting at 8:40 pm.

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Respectfully submitted by:

Library Board Secretary, Dan Dieter

2020-2021 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Bean	Beardslee	Birkle	Davis	Gaelrun-Maggi	Heynemann	Stanko	VACANT	VACANT
07-10-2020	Meeting Cancelled								
08-10-2020	P	P	P	E	P	P	E		
09-14-2020	P	E	E	P	P	P	E		
10-12-2020	P	P	P	P	P	E	P		
11-9-2020	P	E	P	P	P	P	P		
12-14-2020	P	P	P	P	E	P	E		
01-11-2021	Meeting Cancelled								
02-24-2021	E	E	-	P	P	P	P		
03-08-2021	P	E	-	P	P	P	P		
04-12-2021	E	E	-	P	P	P	P		
05-10-2021									
06-14-2021									